



**U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS  
FEDERAL MEDICAL CENTER  
FORT WORTH, TEXAS 76119**

**NUMBER: FTW 5267.07(A)**

**DATE: October 13, 2004**

**SUBJECT: Visiting Regulations**

**INSTITUTION  
SUPPLEMENT**

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1. **PURPOSE AND SCOPE:** To implement the Program Statement regarding visiting regulations.
2. **SUMMARY OF CHANGES:**
  - A. Supplement changed to reflect no visiting schedule for Tuesday and Wednesday
  - B. Attachment regarding children's center guidelines removed
  - C. New Correctional Services Manual referenced
  - D. Visiting Room seating capacity changed from 148 to 155
3. **DIRECTIVES AFFECTED:**
  - A. **Directive Referenced:** Program Statement 5267.07, Visiting Regulations, dated April 14, 2003
  - B. **Directive Rescinded:** FTW 5267.06b, Visiting Regulations, dated October 24, 2001
4. **CORRECTIONAL STANDARDS REFERENCED:** 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4503, 4-4504, 3-ALDF-2E-03, 3D-17, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16
5. **DESCRIPTION OF PROCEDURES:**
  - A. **Visiting Schedule:**
    - 1) **Main Visiting Room:** Regular visiting hours for the main Visiting Room are 8:00 a.m. to 3:00 p.m. on Sunday, Saturday, and Federal holidays. Monday, Thursday, and Friday visiting hours are 5:00 p.m. to 9:00 p.m.

- 2) Jail Unit: Visiting hours for inmates assigned to the Jail Unit are scheduled on a rotating basis according to the fifth digit of the inmate's register number. Morning visitation is from 8:00 a.m. to 11:00 a.m. Afternoon visitation is from 12:30 p.m. to 3:30 p.m. The Jail Unit visiting schedule is as follows:

Sunday	odd - morning	even - afternoon
Monday	even - morning	odd - afternoon
Tuesday	No visitation	
Wednesday	No visitation	
Thursday	odd - morning.	even - afternoon
Friday	even - morning	odd - afternoon
Saturday	even - morning	odd - afternoon

Visiting for inmates assigned to the Jail Unit is limited to members of the immediate family. Immediate family is defined as: mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. A visitor may not visit with two inmates at the same time. At the time of intake screening, all commitments will complete a visiting form which will be subsequently reviewed by the Jail Unit Administrator. The visiting list will ordinarily be loaded into the computer system on the regular workday following the day of commitment. Jail inmates may receive three visits each week.

- 3) Health Services Unit: The visiting hours for inmates assigned to the Health Services Unit (HSU) who, due to medical restrictions, must remain in the HSU are as follows:

Sunday	8:00 a.m. to 10:00 a.m. 1:00 p.m. to 3:00 p.m.
Monday	6:00 p.m. to 8:30 p.m.
Thursday	6:00 p.m. to 8:30 p.m.
Friday	6:00 p.m. to 8:30 p.m.
Saturday	8:00 a.m. to 10:00 a.m. 1:00 p.m. to 3:00 p.m.

This schedule allows medically assigned inmates who are approved to visit in the HSU ample visiting opportunities while addressing the medical concerns of the inmate and ensuring the orderly operation of the HSU.

The safety and security of the institution takes precedence over the visiting program. The visiting program and visiting schedule may be adjusted and/or terminated at any time to ensure the secure, safe, and orderly running of the institution.

The need to maintain institutional activities without unnecessary or extended interference and the secure, orderly running of the institution takes precedence over the visiting program. The visiting program and schedule may be adjusted to ensure the aforementioned activities and the secure, orderly running of the institution.

- B. Frequency of Visits:** Inmate social visiting will be conducted on a point system. On the first day of each month, every inmate will be given nine visiting points. One point will be deducted for each weekday visit and two points will be deducted for weekend or holiday visits. No points may be carried over to the next month. The Visiting Room #1 officer is responsible for documenting the time each inmate visit begins and ends. The visiting time begins when the inmate arrives in the Visiting Room. When a visit terminates, the officer will total the number of points used during the visit and record the total in the visiting program. The Visiting Room #1 officer must monitor the number of points each inmate currently has and disallow visits when the maximum point total is reached for the month.

Extra visiting points will be awarded only after approval of the Associate Warden (Programs). Inmates may not have more than six visitors at one time, to include adults and children.

**C. Responsibility:**

- 1) Staffing: The Captain is responsible for the maintenance and assignment of officers to the Visiting Room. Any additional expense incidental for arranging and supervising visits will be handled on a case by case basis.
- 2) Preparation of Visitor List: The inmate's assigned correctional counselor will be responsible for evaluating the proposed visiting list submitted by the inmate. Inmates will complete a Visiting List (Attachment A), upon arrival at FMC Fort Worth. Inmates may have up to 20 approved adult visitors. Persons 18 years of age or older are considered adults.

Persons ages 16 and 17 may visit in accordance with the governing program statement. Visitors who are 16 or 17 years of age and not

accompanied by a parent or legal guardian must have the written approval of a parent or legal guardian prior to visitation.

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Children under 16 years of age must be accompanied by their parent or legal guardian to be allowed into the institution. Any addition to the visiting list requires preparation of a new list containing the names of all approved visitors. Updates are automatically stored in the Visiting Program available to Visiting Room staff. The correctional counselor will make visiting list forms available to each inmate. The correctional counselor will notify the inmate of those visitors who have been approved or disapproved

It is necessary to request information from potential visitors who are not members of the inmate's immediate family, using a BP-A629, Visitor Information form prior to approval of a visit. This form also serves as an authorization to release information. It is the inmate's responsibility to mail the BP-A629 to the prospective visitor. These forms must be filled out and mailed back to the inmate's unit counselor. Completed forms will not be accepted from any source except official U.S. Mail (i.e. forms hand delivered by an inmate or visitor will not be accepted.)

Counselors will ensure the initial visiting list (or a notation of "No Visitors Requested" on the visiting list) is entered into the computerized visiting program, normally within five days of the inmate's arrival. The correctional counselor will provide each inmate with a copy of the visitor guidelines and directions for transportation to and from the institution. Additional family members and friends will be added in the future following an investigation. Visiting lists are maintained in the inmate's central file with a copy to the inmate.

The visiting privilege will ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exception to the prior relationship rule may be made, particularly for inmates without other visitors, unless such visits could reasonably create a threat to the security and good order of the institution. The unit manager will initiate a recommendation to the Warden for any exception to the prior relationship rule. Approval for proposed visitors will be consistent with court imposed sentences which carry stipulations an inmate(s) may not communicate with specific persons.

3) Identification of Visitors and Inmates:

- a) Official visitors are defined as visitors from the Department of Justice, State, and local law enforcement agencies, Member of Congress, and the Judiciary. After the Front Lobby officer has determined these visitors do not have in their possession any weapons, narcotics, ammunition, knives, or other contraband, they will be escorted by staff through the sallyport. Upon the conclusion of the visit, staff will escort visitors through the front entrance sallyport and sign them out of the institution. These official visitors are not required to be stamped for identification by use of a black light; however, they will be issued a visitor badge to be worn while visiting in the institution.
- b) Official visitors not requiring a staff escort are properly identified FBI agents, DEA agents, U.S. Marshals' Service (USMS) officials, U.S. Probation officers, U.S. Parole Commission officials, Bureau of Immigration and Customs Enforcement, and Bureau of Prisons employees on official business. The Front Lobby officer will maintain a bound ledger record of visitors to each inmate. The log will include the visitor's signature, the name and register number of the inmate visited, and arrival and departure times.
- c) The Front Lobby officer is responsible for identifying visitors by use of a valid state driver's license with picture, or other valid state picture identification. Each visitor, except official visitors, will be required to complete the BP-A224, Notification to Visitor form. All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Attorneys will be requested to present a bar card in addition to a valid state driver's license. The Front Lobby officer will stamp each visitor's hand with the black light stamp prior to his/her entrance to the Visiting Room.
- d) Visitors will surrender a valid driver's license or valid state photo identification to the Front Lobby officer prior to entering the institution. The surrendered identification will be collected by the Front Lobby officer. The officer will turn the identification over to

the Control Center officer, who will hold it until the visitor is identified by the Control Center officer and released from the institution.

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- e) All inmates called to the Visiting Room for a visit will be required to present their Commissary ID card upon arrival at the Visiting Room. The Visiting Room officer will maintain possession of the ID card until completion of the visit. When the inmate terminates his visit, the Visiting Room officer will identify the inmate using the ID card prior to allowing the visitor to leave the Administration Building lobby.
  - f) Jail Unit inmates will be identified in the Jail Unit utilizing the bed book identification cards maintained in the Jail Unit. The Jail Visiting officer identifies the inmates utilizing the inmates identification photograph affixed to the inmate's visiting folder maintained in the Jail Visiting Room.
- 4) Special Visits: An inmate may receive a one-time only special visit with prior approval from the unit manager. Ordinarily, justification for approval of such a visit would be for a relative living a great distance from the institution who would only visit once during an inmate's incarceration. During normal visiting hours, the Visiting Room officer will monitor the visit. During non-visiting hours, these visits will be monitored by a member of the organizing department.
- Clergy, former or prospective employers, sponsors, and parole advisors who are visiting in this category will require approval by the Warden.
- 5) Former Inmate Visitors: Requests to have a special or regular visiting approval with former inmates will be evaluated on an individual basis. If an inmate's team believes such visits would be beneficial and constructive, the following procedures will be taken:

- a) Consult with the proposed visitor's parole/probation officer, if under supervision
- b) Submit memorandum with information justifying visit to the Associate Warden (Programs) for approval
- c) If approved, place person on the approved visiting list.

- 6) Volunteers: Community volunteers provide an extra or needed service to groups of inmates. They may not, however, be placed on an individual inmate's visiting list.

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- 7) Dual Visiting: Two inmates visiting a single visitor at the same time must be approved by the unit team of both inmates, with the final approval of the Associate Warden (Programs).
- 8) Inmates in AD/DS Status - General population inmates housed in Administrative Detention (AD) or Disciplinary Segregation (DS) are to visit in the institution Visiting Room in the area which is located directly in front of the Visiting Room officer's desk. When there are security and/or separation concerns for an inmate in AD or DS status, the inmate will visit in the Special Housing Unit (SHU) non-contact visiting room. The Associate Warden (Programs) will review and approve all inmates on restricted visiting in the non-contact visiting room located in the SHU.
- 9) Inmates in Admission and Holdover Status: Visitors for these inmates will be limited to immediate family only. These inmates may not have an active visiting list; therefore, a member of the inmate's unit team should be contacted for visitor verification and approval.
- 10) Inmates in Local Hospital/Secure Hospital Unit: Visits will not normally be allowed while an inmate is in a community hospital. Exceptions may be made on a case-by-case basis but will usually only be considered if an inmate is on the seriously/critically ill list or if the inmate has an extensive hospitalization. All requests to visit while an inmate is in the community hospital will be forwarded to a Health Services social worker. The social worker will communicate with the community liaisons to determine the nature of the hospitalization.

If the inmate meets the appropriate medical criteria, the social worker will forward the request to the Captain to address correctional concerns. All visitors must be on the inmate's approved visiting list or must be verifiable through the Pre-sentence Report. Only immediate family members or designated next of kin will be considered for visitation.

If the inmate meets both the medical and correctional criteria, the request will be routed from the social worker through the Captain, to the Associate Warden (Programs).

During off-duty hours, the social worker will be paged to verify the medical information and any previous visiting considerations. The Institution Duty Officer (IDO) will contact the Captain for guidance and/or approval. Since all community hospital visitation should be approved in

advance, this should only occur when the inmate is hospitalized as a medical emergency.

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Once a community hospital visit is approved, the Operations Lieutenant, Front Lobby officer, Control Center officer, and the officers supervising the inmate will be notified. Additionally, the social worker will notify the appropriate hospital liaison, and will supervise the visit. After the visit is approved, the visitors must report to the institution for proper processing. The Front Lobby officer or Control Center officer will identify the visitors and ensure that proper forms are completed. The Notification to Visitor form will then be hand-carried by the visitor to the local hospital. The Operations Lieutenant will notify the officer-in-charge (OIC) at the hospital of the visitor's approval and pending arrival. The visitor(s) will present the Notification to Visitor Form to the OIC at the hospital upon arrival and the form will be placed in the Local Hospital Post Orders along with the daily log.

Any USMS prisoners assigned to the Jail Unit are not permitted to have visits while under USMS supervision or supervision of their contract guard agency.

- 11) Health Services Unit Visitation: The Visiting Room officer will notify the Long Term Care Unit (LTCU) officer when an inmate quartered in the HSU has a visit. The LTCU officer will contact the nursing supervisor in charge to determine if the inmate is medically cleared to visit in the institution Visiting Room. If no medical reasons restrict/prevent the inmate from visiting in the main institution Visiting Room, the visit will take place in the Visiting Room during regular visiting hours.

If the MLP or attending physician determines the inmate cannot visit in the Visiting Room due to medical restrictions, the visit will take place in the HSU as outlined below.

- a) HSU visits will take place in the HSU lobby during the HSU visiting hours listed in page 2. The lobby will be secured so that inmates without visitors are not in the visiting areas during a visit. The duration of HSU visits is determined on a case-by-case basis depending on the inmate's medical condition, staff limitations, etc. Ordinarily, HSU visits will be no more than two hours in length.



- b) The Visiting Room officer will notify the Operations Lieutenant that an HSU inmate has a visit and the visit is to take place in the HSU lobby.

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- c) The Operations Lieutenant will coordinate the visitor escort to/from the HSU. HSU visits will be supervised by staff (i.e., a correctional officer, HSU unit team, social workers, nurses, the duty officer, or other available staff members). In the event there are no available staff to supervise the visit, the Operations Lieutenant or Institution Duty Officer will make the determination to proceed with or terminate the visit.
- d) A total of four individuals on the inmate's approved visiting list may visit in the HSU during any one visit. Visitors under the age of 16 will not ordinarily be allowed in the HSU. Any visitors under age 16 must be pre-screened by the social worker and approved by the AW(M). Points will be accumulated as outlined in this supplement.
- e) Bedside visits may be permitted for all inmates on the serious/critically ill or Hospice list. Any exceptions must be screened by one social worker and approved by the Associate Warden (Medical). Visits will normally be scheduled at least one day in advance by the inmate's unit team or social worker. Bedside visits will be limited to immediate family (parents, spouse, siblings, children); any exceptions will be approved by the Associate Warden (Medical). A memorandum announcing the visits will be distributed to the Front Lobby officer, Visiting Room officer, LTCU officer, Operations Lieutenant, and Captain. Such visits will be supervised by HSU staff.
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- f) When HSU inmates in disciplinary status receive a visit, the visit will be processed like other HSU visits as outlined above. If the visit is to take place in the HSU atrium, the LTCU officer will consult the Operations Lieutenant to determine if special security/separation concerns exist. If such concerns exist, appropriate precautions will be taken at the direction of the Operations Lieutenant.
- g) Inmates in AD or DS status will ordinarily not receive any visits. Any exceptions will be handled on a case-by-case basis by the

HSU staff approval from the Clinical Director or designee. Staff should be cautious when informing visitors such a visit is denied, as AD/DS status information is not to be released without a signed inmate consent form.

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- 12) Legal Visits: The Warden will permit visits by an inmate's retained, appointed, or prospective attorney or by an attorney who wishes to interview an inmate as a witness. The Warden generally may not limit the frequency of attorney visits as the number of visits depends on the nature/urgency of the legal issues involved.
  - 1) Legal visits will be conducted in the attorney room located in the visiting area. When the attorney room is in use, the Visiting Room general area or other areas designated by the unit staff or the shift lieutenant will be utilized. Attorneys or their representatives will conduct legal visits during regular visiting hours or Monday through Friday, 7:30 a.m. to 3:30 p.m. Staff assigned to the inmate's unit team will supervise legal visits taking place during non-regular visiting hours.
  - 2) An inmate, attorney, or legal representative may arrange for a legal visit by contacting the assigned unit team at least 48 hours in advance of the visit. If it is not possible for the attorney or legal representative to arrange for the visit 48 hours in advance, another unit staff member will attempt to arrange for the visit whenever possible. The inmate and the attorney are responsible for supplying the case manager or assigned unit staff with all information concerning the visit in order to complete an Attorney Agreement Form (Attachment B). If video and/or audio equipment is necessary during the legal visit, written approval must be obtained from the Warden. If additional persons are needed to assist the attorney or legal representative, this information must be included on the Attorney Agreement Form. Once the Attorney Agreement Form is completed, the case manager will sign the form and forward it to the unit manager for final approval. Upon approval, the form will be forwarded to the Front Lobby officer as approval for the visit. The Front Lobby officer will ensure the attorney understands and signs the form. The attorney/legal representative is required to sign the Attorney's Visitors Log maintained by the Front Lobby officer.

- D. Behavior:** Visitors with children will be required to maintain control of children at all times. Children are required to have supervision while in the playground and the Visiting Room. Failure to do so may result in termination of a visit. Visitors may not occupy more than one seat in the visiting area and will not place belongings on seats in order to reserve them when not occupied. Inmates and visitors will be advised when behavior is inappropriate. When undesirable behavior continues, the operations lieutenant will be contacted for authorization to terminate the visit. A memorandum will be submitted by the Visiting Room officer to the Captain with a copy to the unit manager. The Visiting Regulations (Attachment C) are posted in the Front Lobby as well as in the Visiting Room.
- E. Exchange of Items:** The Visiting Room officer is not authorized to accept money for an inmate. Inmates are not authorized to receive money or any other items (clothing, jewelry, newspapers, magazines, etc.) from a visitor. Inmates will not be allowed to maintain possession of any money while visiting. Visitors will make all purchases for inmates. Inmates will not give visitors any items to be taken out of the institution. Inmates will only be allowed to carry an inmate ID card, comb, handkerchief, plain wedding band, religious medal with a chain inside the Visiting Room. Medication should be limited to nitroglycerin tablets and asthma inhaler only. Other types of medication needed by an inmate during the course of the visiting must be left with the Visiting Room officer.
- F. Supervision of the Visiting Room:** The Visiting Room will be supervised at all times utilizing direct supervision as well as closed circuit television monitoring.
- 1) **Direct Supervision:** Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. The Visiting Room officers may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area. Visiting Room staff will supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution. Visiting Room officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner.

The visiting room officer may, upon consultation with the Operations Lieutenant or IDO, terminate visits that are not conducted in the

appropriate manner, introduction of contraband and to maintain the orderly operation of the visiting area.

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The Visiting Room officers will be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer may examine the item. Inmates and their visitors should remain in the approved visiting areas (visiting room, visiting yard). Visitors are not permitted on the compound.

- 2) Closed Circuit Television Monitoring: In addition to the direct supervision of the Visiting Room by staff, the Visiting Room, Visiting Yard, and hallway will be monitored via closed circuit television. This procedure provides documentation of any prohibited act committed in the visiting room. Inmates and visitors will be made aware of closed circuit television monitoring in the Visiting Room and all Visiting Room Rules by posted signs in the Visiting Room and Front Lobby. The closed-circuit television monitoring is not intended to monitor staff, but is utilized to prevent the introduction of contraband.

**G. Inmate Dress Code:** The Visiting Room #1 officer will ensure all inmates are dressed appropriately in institution issued clothing (khakis). Shower shoes or house slippers are not permitted to be worn in the Visiting Room. Only institution issue shoes or boots will be allowed to be worn in the Visiting Room. No personal tennis shoes are permitted unless the inmate has a documented medical reason which prevents him from wearing institution shoes. No sunglasses or hats will be allowed to be worn in the Visiting Room.

**H. Visitor Dress Code:** Transparent and see-through material is unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement. Strapless dresses without jackets are not permitted. Crop tops, tube tops, and halters are not acceptable. The highest hemline of dresses and skirts will be the top of the knee. Form fitting pants such as spandex or bicycle pants worn alone are not acceptable. Only walking shorts that reach the top of the knee are permitted. Shoes must be worn. Shower shoes or slippers are not permitted. Proper under-garments must be worn. Obvious clothing or accessories that suggest association with a gang will not be permitted. Clothing resembling inmate clothing, i.e., khaki pants, khaki shirts, white or gray t-shirts, and gray sweat pants or shirts are not permitted. Additionally, professional uniform attire, i.e., medical, clergy is not permitted. Hats are not permitted.

- \_\_\_\_\_ **I. Allowable Items:** Visitors may bring the following items into the institution: one clear, transparent purse, or a clear zip lock bag, cash in the amount of \$25.00, an appropriate amount of child care supplies for the visit, commercially packed baby food, and pre-mixed baby formula. Ordinarily, the only type of keys allowed into the institution will be vehicle keys.

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- J. Vending Area:** Items may be purchased from the Visiting Room vending machines for the inmates being visited. However, these items must be consumed in the designated eating area. Items purchased from the vending machines cannot be taken to the living quarters by the inmate upon termination of the visit.
- K. Termination of Visit:** To ensure positive identification of visitors upon termination of visits, a black light will be utilized by the Visiting Room officer to view the invisible stamp on the visitor. The Control Center officer will continue to identify all visitors with the black light. All inmates will be identified inmate ID cards prior to the inmates' visitors being allowed to depart the area. Inmates must be visually searched and screened with a hand-held metal detector before departing the Visiting Room.
- L. Capacity:** The seating capacity of the Main Visiting Room is 155 people. The Front Lobby officer and Visiting Room officer #1 will ensure no more than this are in the Visiting Room when the Visiting Yard is open. Should it become necessary to terminate visits due to overcrowding, the Operations Lieutenant or - IDO is responsible for executing the termination, after reviewing the length of visit, the frequency of visits, and the distance traveled. The Operations Lieutenant or IDO will personally advise the visitors and inmate that the visit is being terminated and the reasons for the termination (e.g., extreme overcrowding, etc.).
- 6. OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services Department

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Cole Jeter  
Warden

### VISITING LIST

INSTRUCTIONS: Please check appropriate box of your request, give full name, relationship of visitor to you, and complete address. Submit two copies to your counselor. After staff review, you will receive a copy with action noted.

TO: \_\_\_\_\_  
Unit Staff

FROM: \_\_\_\_\_  
Inmate's Name Register Number

☐ I request the following individual(s) be approved for visits with me:

☐ I request the following individual(s) be removed from my approved visitor list:

NAME	RELATIONSHIP*	ADDRESS

FOR ADDITIONAL SPACES, SEE NEXT PAGE.

\*IF NOT A MEMBER OF THE FAMILY, EXPLAIN BASIS FOR VISIT:

COMMENTS:

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STAFF REVIEW: ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Correctional Counselor Case Manager

COMMENTS:

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Distribution: Original - Visiting Room  
Copy - Inmate

## Continuation Sheet

[illegible]

FEDERAL MEDICAL CENTER  
FORT WORTH, TEXAS  
ATTORNEY AGREEMENT FORM

I, \_\_\_\_\_, a licensed attorney in the State of \_\_\_\_\_, with offices at \_\_\_\_\_, visiting \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, agree that my visit with this inmate is for the purpose of facilitating in the attorney-client relation and for no other purpose. I agree that any tape recording or other recording made by me will be used only to facilitate this relationship.

\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Register Number

To Correctional Supervisor:

Please use this form as authority to allow visits in accordance with the Bureau of Prisons Program Statement regarding inmate legal activities.

\_\_\_\_\_  
Case Manager's Signature

\_\_\_\_\_  
Unit Manager's Signature

\_\_\_\_\_  
Warden's Signature  
(When requesting authorization for video/audio  
recording equipment)



**FMC FORT WORTH**  
**Visiting Regulations**

This information describes our visiting schedule and programs. We know that much effort, time, and travel may be involved in your visit and we want you to understand our program fully so that your visit may be as pleasant as possible.

VISITING ROOM DAILY SCHEDULE

Monday - 5:00 p.m. to 9:00 p.m.  
Thursday - 5:00 p.m. to 9:00 p.m.  
Friday - 5:00 p.m. to 9:00 p.m.  
Saturday - 8:00 a.m. to 3:00 p.m.  
Sunday - 8:00 a.m. to 3:00 p.m.  
Federal Holidays - 8:00 a.m. to 3:00 p.m.

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1. Visiting is permitted during the time stated. Children under 16 must be accompanied by a parent or legal guardian.
2. Visiting is limited to persons inmates place on their Visiting Lists. Inmate social visiting will be conducted on a point system. On the first day of each month, every inmate will be given nine visiting points. One point will be deducted for each weekday visit. Two points will be deducted for weekend or holiday visits. The total number of visitors is limited to six, to include any combination of adults and/or children. There are no facilities for private visits and regular visiting space is limited. The visiting area is attractively furnished and conducive to family visiting. In order to maintain a wholesome family visiting area with as few disruptions as possible, visitors with children will be required to maintain control of their children at all times. Do not allow the children to interfere with the visiting rights of others by being noisy and running about the visiting area. All visitors' property and packages are subject to search upon entering the institution grounds.
3. For identification purposes, visitors will be required to present a valid driver's license or other form of government issued picture identification prior to entering the institution. This may include a valid passport.
4. Appropriate dress will be worn by visitors. Transparent and see-through material is unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement. Strapless dresses without jackets are not permitted. Crop tops, tube tops, tank tops, and halters are not acceptable. The highest hemline of dresses and skirts will be the top of the knee. Form fitting pants such as spandex or bicycle pants worn alone are not acceptable. Walking shorts must reach the top of the knee. Shoes must be worn. Proper under-garments must be worn. Obvious clothing or accessories that suggest association with a gang will not be permitted. Clothing resembling inmate clothing, i.e., khaki pants, khaki shirts, white or gray t-shirts, and gray sweat pants or shirts are not permitted.

Additionally, professional uniform attire, i.e., medical, clergy is not permitted during social visitation. Hats are not permitted.

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Attachment C, page 2

5. Visitors are not allowed to bring food into the institution. However, visitors with infants are allowed to bring baby food. Only commercially packed foods are allowed. The food is to be consumed by the infant only. Visitors are not permitted to carry on business deals, and written messages may not be exchanged during a visit. Visitors may bring no more than \$25.00 into the visiting room. Inmates may not receive any money in the Visiting Room. All monies must be handled through the mail. Food may be purchased from the Visiting Room vending machines for the inmate being visited. However, these items must be eaten in the designated eating area. Items purchased from the vending machines cannot be taken to the living quarters by the inmate upon termination of the visit or removed from the institution.
6. Proper conduct is required in the Visiting Room. A kiss and an embrace are only permitted at the beginning and end of each visit. A VISIT MAY BE TERMINATED AT ANYTIME FOR IMPROPER CONDUCT.
7. To prevent overcrowding in the Visiting Room, visitors will not be allowed to occupy seats in one area of the Visiting Room while reserving seats in another area.
8. Items such as radios, cameras, etc., are not permitted in the visiting area except when specifically authorized as in the case of an inmate photographer. Title 18, United States Code, Section 1791, provides a penalty of not more than 20 years imprisonment for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution or takes or sends anything whatsoever without the knowledge and consent of the warden. Additionally, all visitors must sign an agreement that false statements are not being given and that they will abide by the visiting regulations of the institution. ALL PERSONS ENTERING INTO A FEDERAL CORRECTIONAL INSTITUTION ARE SUBJECT TO SEARCH.
9. Inmates quartered in HSU will visit in the institution Visiting Room, unless medical reasons restrict/prevent the inmate from visiting in the visiting area. HSU visits will be no more than two hours in length. Duration of HSU visits is determined on a case-by-case basis, depending on the inmates's medical conditions. A total of four individuals may visit during any one visit. Visitors under the age of 16 will not ordinarily be allowed in the HSU.